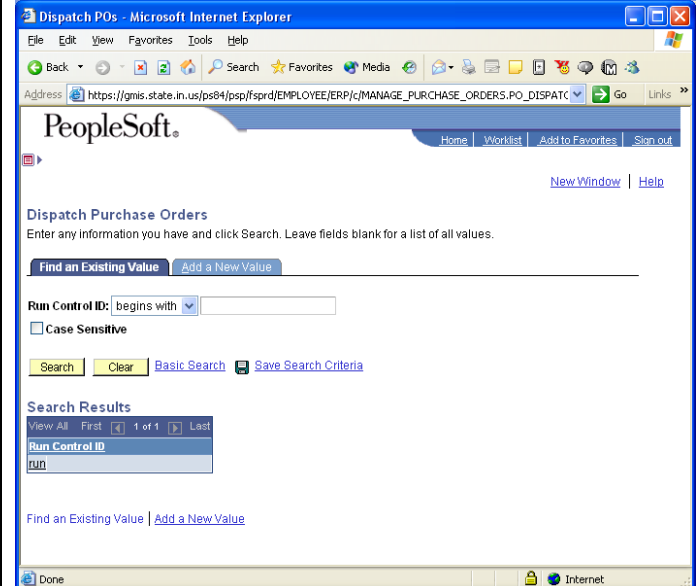


Print & Dispatch a Purchase Order

With PeopleSoft Purchasing, you can dispatch and print your purchase orders (POs) individually or in volume. You can dispatch them from the online pages or through a run control page. A PO must have a status of Approved or Dispatched and have passed the Commitment Control budget check to be eligible for dispatch. The PO Dispatch/Print process contains business process logic and is responsible for retrieving data from the database, constructing purchase orders, and sending the output files to the proper locations.

When you run the PO Dispatch/Print report (POPO005) from the Purchase Orders Print page, a hard copy of the PO prints, but the POs are not dispatched. **You are responsible for printing the current Terms & Conditions on the reverse side of every page of the PO dispatched.**

Additional help in PeopleBooks: PeopleSoft 8.4 Purchasing PeopleBook Dispatching and printing purchase orders > Dispatching purchase orders

Step	Directions
<p>A. Navigation and Search</p> 	<p>Directions</p> <ol style="list-style-type: none"> 1. Navigation: Purchasing > Purchase Orders > Dispatch PO 2. Search: Select or add a run control

Step**B. Select the Purchase Order(s) to print**
Directions

- 1 Select the purchase order(s) to be printed by filling in one or more of the fields on the Dispatch Purchase Orders page.
 - a) Business Unit – fill in the purchasing business unit
 - b) PO ID – fill in or select the Purchase Order you want to dispatch
 - c) From & through date – fill in if you want to print multiple requisitions for one business unit
 - d) Buyer – fill in if you want to print POs from one Buyer
- 2 Miscellaneous options
 - a) Chartfields – valid, invalid, or both
 - b) Change Orders – original, change orders only, or both original and changes
 - c) Print only changed information
 - d) Print PO Item description - to print the item description from the PO Form page instead of the default item description.
 - e) Test the dispatch to print but not dispatch the PO.
 - f) Print duplicate – prints the word Duplicate on the PO
 - g) Print copy – prints several copies of the PO
- 3 Click the yellow RUN button

C. Request the print

- 1 Select the Indiana Purchase Order process to run.
- 2 Select the output type – **Web**
- 3 Select the format – **PDF**
3. Click OK to start the requested process(es)
4. It may take several minutes to generate the Purchase Order documents. You may use the Report Manager OR Process Monitor to view the documents when they are ready.
5. If no documents generate check that you had the correct statuses marked; or include all statuses if you are printing a specific PO.

Sample Purchase Order

Reporting Code _____

State of Indiana
PerProcCnt
Purchase OrderRemit to: MAXIMUS INC
11419 SUNSET HILL RD
RESTON VA 20190Name/Address
of Vendor: MAXIMUS INC
11419 SUNSET HILL RD
RESTON VA 20190

Purchase Order	Date	Required Date	Page
04500969	08/04/2003	07/19/2003	1 of 1
Fund/Object/Center:	1000 /537000 /10057		
Dept Number:	ALL		
Project Number:			
Requisition Number:	D6-4-01		
Buyer:	RMILLER		
QPA Number:			
QPA Expiration:			
Federal ID:	541000588		
Agency Number:	057		
Facility:			

Ship To: State Budget Agency
200 West Washington St
Room 212 State House
Indianapolis IN 46204

Check INVOICE INFORMATION

____ Date Invoice Received: (Month/Day/Year)

____ Goods/Services Received Date: (Month/Day/Year)

____ Internal Contract Terms and Conditions Satisfied: (Month/Day/Year)

____ Exempt: Intergovernmental (Pursuant to IC 5-17-5-2)

____ Good Faith Dispute (Dispute Pursuant to IC 4-13-2-20 & IC 5-11-10-2)

Bill To: State Budget Agency
State Budget Agency
200 West Washington St
Room 212 State House
Indianapolis IN 46204

Item No	Description	(FOB Destination)	Qty Ordered	Qty Recd	UOM	Unit Price	Extended Amt
NOTICE: No price corrections will be permitted after issuance of this Purchase Order							

1- 1	The contractor will prepare the Statewide Cost Allocation Plan to be used by State Agencies and Universities to bill Federal Programs indirect cost. This plan is for FY 2004-2005 and will be based on actual expenditures from FYU 2002-2003.		1.0000		SVR	24,750.0000	24,750.00
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This purchase order is intended for use only as an instrument to encumber the funds necessary to satisfy the State's contract payment obligations and to order those items listed herein. All contract Terms and Conditions are stated on a separate contract document(s); the Terms and Conditions on the reverse side of this document are not applicable.

Total PO Amt. \$ 24,750.00

Signature of Head of Agency	Typed Name	FUNDING ENCUMBERED BY THE AUDITOR OF STATE I certify that there is sufficient unencumbered balance in the above account to cover the amount of this order, and that funds have been set aside for payment thereof.
	Date Signed	
Issued by Procurement Division	Indiana Department of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053	Authorized Signature, Auditor of State
		Date Signed(Month/Day/Year)
CONFIRMATION OF RECEIPT I certify that the items listed above were received. All commodities appeared to conform to specifications and showed no patent defects, except as otherwise noted.		APPROVAL FOR PAYMENT I certify that the vendor has performed in accordance with the terms and contract obligations pertaining to this Purchase Order, and hereby authorize and approve payment of the claims.
Signature of Receiver	Typed/Printed Name	Authorized Signature for Agency
	Date Signed(Month/Day/Year)	

State Form 21303 (R1710-02), Approved by State Board of Accounts, -2002; Auditor of State, -2002